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20 FEB 1975

MEMORANDUM FOR: Director of Training

SUBJECT : Course Report for "Preparing for Overseas Assignment," 4-5 February 1975

1. General

Enrollment for the 4-5 February Preparing for Overseas Assignment course was 33. This included six dependent wives. All operating divisions of the DDO were represented and the grade range was GS-04 to GS-13. Only three members of the class were enrolled in Phase II of the course; therefore, the briefings on the Department of State and U.S. diplomatic missions were handled by the Course Chairman on the morning of 6 February.

2. Course Design

The substantive discussions on legal considerations, cover, Central Processing, and medical services were handled as in previous runnings. The presentation by the Office of Security covered only personal security practices overseas, eliminating the technical exhibit and discussion period. This was done to avoid duplication of coverage as this technical briefing is provided weekly by the Office of Security in the Headquarters building and is required for all personnel being assigned overseas. This briefing is also available to the spouses.

Mr. Charles Vetter, of the Foreign Service Institute, spoke on cross-cultural communication and with a member of the class acted out the "Meet the Critic" situation. Due to a snowstorm his presentation was cut somewhat, but evaluations indicate that he was effective.

An area film from AID was again used for optional viewing during the lunch period.

3. Evaluations and Projections

Evaluations indicate that the course objectives were met. There was some interest expressed in having a representative from the Agency Claims Board discuss the

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handling of claims submitted due to loss of or damage to property in shipment. The possibility of including this with the presentation by Central Processing Branch will be explored prior to the next running of the course. A copy of the regulation covering this subject has been obtained and will be made available to future classes.

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Attachments:

1. Course Schedule
2. Course Roster

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PREPARING FOR OVERSEAS ASSIGNMENT

Phase I

4 - 5 February 1975

Room 802 Chamber of Commerce

Intelligence Institute
Office of Training

STATINTL

COURSE CHAIRMAN :

TRAINING ASSISTANT:

Extension 2442, Room 925 C of C

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PREPARING FOR OVERSEAS ASSIGNMENT

PHASE I - OVERSEAS SERVICE FOR CIA

Persomnel attending this Phase are expected to:

a) gain a better understanding of cover, medical, security and legal problems which CIA employees might encounter during service abroad; and b) acquire a limited feeling for important cultural differences which may be encountered in working and living among foreigners.

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PREPARING FOR OVERSEAS ASSIGNMENT

PHASE I - Overseas Service for CIA

Tuesday, 4 February

STATINTL

0900 - 0920 Introductions, handout of kits,
discussion of course objectives and
methods

0920 - 1100 FILM: "How To Read A Foreigner"

Mr. James Bostain, Scientific Ling-
uist, Department of State, alerts
us to the peculiarities of our
American cultural, educational and
linguistic values and aims at break-
ing through our preconceptions to
create a greater understanding of
other, foreign values, with which we
will come in contact while living
abroad.

1110 - 1210 LEGAL CONSIDERATIONS FOR AGENCY
PERSONNEL GOING OVERSEAS

The need to prepare certain legal
documents prior to overseas service
will be discussed by our speaker.
He will also review your reponsibili-
ties in the field of Federal and
State taxes while serving abroad.

1315 - 1415 SECURITY

The speaker will outline the security
practices you should follow over-
seas. He will highlight security
problems in specific areas of
assignment and cover in general
terms the subject of terrorist
activities.

1430 - 1630 "MEET THE CRITIC"

In a role-playing situation,
Mr. Charles Vetter, an official
of the United States Information
Agency, demonstrates the need for
sensitivity in answering questions
asked by foreign critics.

Charles Vetter
Foreign Service
Institute

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PREPARING FOR OVERSEAS ASSIGNMENT

Wednesday, 5 February

0900 - 1000

COVER

STATINTL

What is the meaning and rationale of cover and how do we maintain cover while serving abroad? Our speaker will address these questions and discuss ways in which you can overcome cover problems.

1015 - 1100

CENTRAL PROCESSING BRANCH

The speaker will review the organization and functions of the various components of Central Processing Branch and how each assists you in your overseas processing.

1115 - 1215

STATINTL

1330 - 1430

TRANSPLANTING YOUR HOUSEHOLD

Panel discussion (for the women) to be held in the Conference Room, room 926.

STATINTL

"The Changing Role of the Field Station Today" a videotape of an address made by [REDACTED] Chief, Latin American Division, to a CIA audience in April 1974. (To be shown in room 802 - optional for the men.)

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PREPARING FOR OVERSEAS ASSIGNMENT

STATINTL

1445 - 1545

MEDICAL CONSIDERATIONS FOR AGENCY
PERSONNEL AT OVERSEAS STATIONS

The physical and mental health of its employees overseas is a matter of paramount interest to the Agency. Our speaker will describe how the Office of Medical Services provides world-wide support to personnel serving abroad and will discuss ways in which you can prepare yourself for your assignment.

1545 - 1615

Course Review and Evaluation

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4 - 5 February 1975

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- The need to prepare certain legal documents prior to overseas service will be discussed by our speaker. He will also review your responsibilities in the field of Federal and State taxes while serving abroad.
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Charles Vetter
Foreign Service
Institute

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Chief, Central
Processing Branch

STATINTL

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